

KASSON TOWNSHIP PLANNING COMMISSION

Monday, May 17, 2021, 7pm

Kasson Township Townhall

10988 S. Newman Rd. Maple City, MI 49664

- 1. CALL TO ORDER/Pledge of Allegiance:** Chair Otto called the meeting to order at 7:02pm with the Pledge of Allegiance.
- 2. RECOGNITION OF VISITORS AND ROLL CALL OF COMMISSIONERS**
 - A. COMMISSIONERS PRESENT (roll call):** Commissioner Jim Anderson, Chair Stella Otto, Vice Chair Gerald Roush and Secretary Chuck Schaeffer
 - B. COMMISSIONERS NOT PRESENT:** Commissioner Kenneth Carter
 - C. STAFF PRESENT:** Tim Cypher, Zoning Administrator, and Sandy Dunkin, Recording Secretary
 - D. VISITORS PRESENT:** Dana Boomer
- 3. CONSIDERATION OF THE AGENDA: Additions or Deletions -** Chair Otto asked for any additions or deletions to the agenda as presented. Schaeffer asked to have a Long Lake notice added in the correspondence section. Roush moved to accept the May 17, 2021, agenda with one addition, Schaeffer seconded. All present in favor, motion carried.
- 4. DECLARATION OF CONFLICTS OF INTEREST:** None reported.
- 5. COMMENTS FROM THE PUBLIC:** No public comments currently.
- 6. APPROVAL OF MINUTES – April 19, 2021**

Chair Otto asked for a motion to approve the April 19, 2021, minutes. Roush moved to approve the April 19, 2021, Planning Commission Regular Meeting Minutes as presented, Schaeffer seconded. All present in favor, motion carried.

APPROVAL OF MINUTES – May 5, 2021

Chair Otto asked for a motion to approve the May 5, 2021, meeting minutes. Planning Commission members advised of several changes and corrections to the minutes including:

Section 2,a, Move Jim Anderson to present with (arrived late) and change Schaeffer from “arriving” to “arrived”

Section 2,d, add Chacon for Robert’s last name and change Leslie to Kelly, add Emily Lively and change to Fire Chief Dornboos, and change Comeaux to Dornboos throughout the minutes

Section 5, page 1, 3rd line change to “Lively advised that now they have 40 campsites” and change portage to porta-john in two places; 4th paragraph after checking recording is changed to “with a bathhouse to be added to the east side of the campground”

Section 5, page 2, 5th paragraph change to “to be set” and take out “being” in 3rd line down plus “will” at the start of 4th line

Section 5, page 3, 2nd paragraph change to “amplified music”; 4th paragraph after checking recording changed to “gravity for the septic system to the drain field and how that may affect the site” and 5th paragraph add “and fire chief input”

Roush moved to approve the May 5, 2021, Planning Commission Special Work Meeting minutes with corrections as discussed, Anderson seconded. All present in favor, motion carried.

- 7. CORRESPONDENCE RECEIVED** – Schaeffer reported that Long Lake Township sent a notice to Kasson Township that they will be beginning work on their master plan.

8. REPORTS:

- A. Chairperson** – Commissioner Otto asked for brief report on the water tank issue from Dana Boomer as Carter is not present. Boomer advised while the township board will be exploring the option of a preplanned tank system, the board has no interest in tying this to the Lively's application. The township board feels it is unlikely that anything will happen in the time frame of phase one and two. Boomer reported that there is concern from township board members that there may be interest in going against the advice of the fire department and the attorney, but that the township is not planning on taking any action at this time.
- B. Secretary** – Commissioner Schaeffer advised that he has no report. Schaeffer reminded everyone of the hazardous waste collection event this Saturday (May 22) at the Government Center with the flyer being provided in the handouts in advance of tonight's meeting. Boomer reported that the collection appointments for this weekend are full and there will be another collection planned for the end of June.
- C. Township Board** – No report as Commissioner Carter not present.
- D. Zoning Board of Appeals** – Commissioner Anderson had nothing to report.
- E. Zoning Administrator's Report** – Zoning Administrator Cypher reviewed the April monthly and summary reports provided to the planning commissioners in the handouts. Discussion followed. Cypher advised that the Aylsworth's will be putting up fencing to enclose storage once they are on the fencing company's schedule.

Cypher advised there are changes being made to his voicemail with more direction to help streamline callers to the website for more specific information, which may help cut down the volume of calls.

Otto confirmed with Cypher that Bay Area Recycling is meeting the setback requirements and he keeps in regular contact with them.

Schaeffer advised it might be helpful for Dennis Garrity, who makes may signs for the community to be aware of the zoning ordinance for the size and placement of these signs. Discussion followed. Cypher stated that a notice can be sent out, perhaps through the TC Ticker, making sign makers aware.

Schaeffer had a question regarding a 10'x12' concrete pad and will discuss with Cypher after the meeting.

- F. Technology Advisory Report** – Secretary Schaeffer reported the committee is waiting to get all the documentation for requirements regarding putting in cable for internet. Schaeffer advised that the next step is for the committee to discuss what information needs to be in the RFP.

9. UNFINISHED BUSINESS:

A. Master Plan

1. Otto reported that almost all the remaining wording and edits in the Master Plan have been made. Discussion followed. Otto will contact Roush on May 18, 2021, to get population data for one section.
2. Discussion followed regarding sending a courtesy review of the Master Plan prior to the public hearing (e.g. Township Board, Road Commission). Cypher advised he will get a complete list to Otto of required entities that need the review per the Enabling Act.
3. Otto reported that the Recording Secretary will help with getting the Master Plan document into an organized booklet format with the township clerk taking the finished booklet to Copy Central for printing of physical copies. Discussion ensued on formatting and quotations for the master plan. Consensus of commission members in attendance is that Roush and Schaeffer will present several quotations for a brief discussion and review at the June meeting.

- B. Lively Holdings** – Cypher advised that the public notice went out along with a letter to residents within 300 feet of the Lively property. Cypher reported on the zoom call with Jim Lively and his consultant, Sara Weaver, last Tuesday (May 11, 2021), where Cypher brought up points to Lively that updated plans need to include responses to 7.7, 7.8, and 8.9 in the ordinance related to the site plan review aspects plus the parking standards. Cypher advised that Lively stated he would get the planning commission the updates before tonight's meeting, which did not happen. Cypher stated that Lively advised him that Lively will make sure these updates are received at least one week prior to the June 4, 2021, public hearing.

Cypher reported Lively was advised at Tuesday's meeting (May 11, 2021) to check with the construction code office regarding standards of structures versus tents as the health department has a different set of standards than the state construction code standards. Discussion followed regarding the type of septic system needed based on number of people attending events. Cypher recommended to Lively that all updated information needs to be received prior to the public hearing. Cypher stated that if new items come out during the June 4th public hearing, a second public hearing may be necessary. Cypher advised the planning commission that they do not want to get into micromanaging various entities throughout this process.

Cypher reported on the 8.9 section of the ordinance where the planning commission can consult with an expert in a particular field, along with 10.10, which allows for escrow deposits for variable costs and expenses. Cypher stated that as he nor the planning commissioners are sound experts, there is a need for a sound engineer expert. Cypher asked Schaeffer to check with his contacts regarding any sound standards in the state.

Anderson stated that while the planning commission must set the standard, the commission members need to know what these standards are. Roush had a question about how other townships deal with sound issues and noise. Discussion followed. Cypher advised that the planning commission can put a cease and desist into the land use permit.

Discussion ensued about concert music sound carrying to neighbors to the south and southeast. Boomer reported that two years ago, a concert held at the Lively property, sounded and felt like the music was right in her kitchen even though her property was upwind. More discussion ensued. Consensus is that planning commissioners feel the sound issue is important enough to have an expert in the field to assist with setting standards that the planning commission may implement. Cypher reported that the township has previously hired a sound engineer, who the township attorney has worked with. Cypher advised he can get a proposal together for hiring a sound engineer.

- C. Glen Lake Watershed – Otto confirmed with Schaeffer there has not been any movement since Otto shared the dropbox link in April.

10. NEW BUSINESS:

- A. Background Education Opportunities - Future ZO Amendment Possibilities 1.
Agritourism webinar - June 7, 14, 21 and 28, from 12:00-1:00 p.m. Registration info at: Cultivating Local Farm Economies <https://events.anr.msu.edu/event.cfm?eventID=D9CEC65DADA68F47E9D1B5A5936496C46DB729D16E7DF44D28A0AEE83112F61D>

Otto reported on an email about June agritourism webinars with discussion following. Otto can follow up on whether these webinars will be recorded and how they would be accessed. Consensus from planning commission members is that they plan on viewing the webinars at times convenient for all members (e.g. an hour before monthly meeting).

Anderson stated that he feels it is time to compare the master plan to the survey to see if planning commission members have hit the hot spots. Discussion followed. Otto advised that planning commission members may want to read over the survey results prior to reviewing the Master Plan.

Schaeffer confirmed with Otto the dates he can attend the Agritourism webinars.

- B. Dark Skies <https://www.leelanauticker.com/news/leelanau-has-some-of-the-nations-most-vibrant-night-skies-and-locals-want-to-keep-it-that-way/>

Schaeffer stated that Dark Skies is something the planning commission members may want to investigate in the future. Discussion followed. Cypher advised that there is verbiage in the Master Plan and commissioners may want to look at that section to see if wording in the master plan needs strengthened.

11. COMMENTS FROM THE PUBLIC: None.

12. COMMENTS FROM THE COMMISSIONERS: Roush reported that he cannot be here for the public hearing. Otto and Cypher confirmed that there are no plans for voting on any decisions at the hearing. Cypher reported that he has received three calls today after the notice went out to residents within 300 feet of the Lively property, who are requesting more information.

13. NEXT MEETING: Public Hearing on Friday, June 4, 7pm; Kasson Township Hall; Regular meeting on Monday, June 21, 2021, 7pm, Kasson Township Hall

14. ADJOURNMENT: Chair Otto requested a motion for adjournment of the May 17, 2021 Planning Commission meeting. Roush moved to adjourn the meeting; Anderson seconded. All present in favor, motion carried. Meeting adjourned at 9:13pm.

Respectfully Submitted

Sandra Dunkin, Recording Secretary

Date Approved: